

City of Lawrenceburg

Job Description

Job Title: Patrol Officer
Department: Police
Reports To: Police Captain
Prepared Date: July, 2009

SUMMARY

Enforces laws related to the protection of life and property, directs and controls traffic, prevents crime or disturbance of peace, and arrests violators by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Patrols assigned area in patrol car to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.

Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law violations, and peace disturbances.

Familiarizes self with assigned area and with persons living in area.

Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.

Locates searches, detains, and arrests law violators, following recognized police procedures.

Interviews and questions victims, witnesses, and suspects.

Gathers and preserves evidence.

Performs first aid and provides other assistance to accident and other victims.

Investigates causes and results of accidents.

Directs and controls traffic.

Issues written citations for traffic and other minor violations.

Inspects public establishments requiring licenses to ensure compliance with rules and regulations.

Operates police communication and computer equipment to obtain, disseminate, and report information.

Attends community meetings to discuss crime prevention activities and crime problems.

Must be able to fire a weapon accurately.

Writes detailed incident, investigation, activity, and other reports.

Testifies in court to present evidence by describing conditions, situations, and actions.

Frequently required to use independent judgment in order to complete tasks.

Expected to perform duties according to federal laws, state laws, city ordinances, policies and procedures of the city and police department.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual's with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Requires an academic high school diploma or General Equivalency Diploma (GED). Must complete a POST approved Academy with a satisfactory score in all fields, including firearms qualifications, physical education, and defensive techniques within one year of hire.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or organizations.

MATHEMATICAL SKILLS Ability to add and subtract two digit numbers and to multiply and divide 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions.

CERTIFICATES, LICENSES, REGISTRATIONS, TOOLS Valid State Drivers License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel. The employee frequently is required to stand; walk, reach with hands and arms; stoop, kneel, crouch, talk and hear. The employee is required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions.

COMPUTER SKILLS Ability to use word processing software, spreadsheet software, and common database applications.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO PERFORM JOB Bullet Proof Vest; Safety Vest; Rubber gloves; Clean-up suits; safety glasses; Face shield; Firearm; Baton; Taser